



## **JOB POSTING**

Applications Accepted  
Until Filled

**Position:** Tourism Program Assistant  
**Department:** Community Services  
**Employee Category:** Full-Time  
**Hourly Salary:** \$14.57  
**Work Schedule:** Varies (mostly evenings and weekends)  
**To Apply:** Applications available on our website [www.bedfordtx.gov/hr](http://www.bedfordtx.gov/hr) or at City Hall Building B – 2000 Forest Ridge Drive. [Click here to apply.](#)

**JOB SUMMARY:** Assists the Events and Cultural Coordinator by providing administrative and clerical support, coordinating and overseeing rentals scheduled, and monitoring the facility and activities during rentals at the Old Bedford School. This position will play an important role in operations of Special Events.

### **MINIMUM QUALIFICATIONS:**

- A valid Texas Driver's License.
- One year certificate from college or technical school and 3 to 6 months related experience and/or training or equivalent combination of education and experience.
- Keyboarding speed of 45 wpm.
- Must have the flexibility to work on an as needed basis consisting primarily of evenings, weekends, and holidays.

### **SKILLS AND EXPERIENCE:**

- Working knowledge of computer software programs such as Microsoft Word and Excel, and operation of various office equipment such as printers, fax machines, and copiers.
- Ability to read and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.